

TRANSCRIPT REQUEST INFORMATION & PROCEDURES

INFORMATION

Official typewritten transcripts of the U.S. Bankruptcy Court's proceedings may be ordered by calling the Court Recorder Operator at 401.528.4477 (Joe Ext. 43/Holly Ext. 35/Cindy Ext. 32). The estimated cost of the transcript is based on the number of pages and how quickly you want the transcript. **One hour of audio equals approximately 50 typed pages.**

TYPE	DELIVERY	COST
Ordinary	Up to 30 days	\$3.30/page
Expedited	Up to 7 days	\$4.40/page
Next Day**	24 hours	\$5.50/page
Hourly	2 hours	\$6.60/page

** A transcript that is estimated to be over 100 pages cannot be ordered on a Next Day basis.

EXAMPLE: A TWO (2) HOUR HEARING WOULD BE ABOUT 100 PAGES. IF YOU WANT AN ORDINARY TRANSCRIPT PREPARED, MULTIPLY 100 PAGES TIMES \$3.30 PER PAGE. [100 x \$3.30 = \$330.00]

Remember, this is only an estimate. The actual cost will be determined by the transcriber and the requestor must pay the fee to the transcriber before the transcript is released unless another arrangement is made PRIOR to the production of the transcript. The transcriber will contact you for your billing information prior to starting the transcript. If necessary, you can contact our transcribers at the following phone numbers:

J & J Transcribers 609.586.2311
Fiore Transcription 203.929.9992

PROCEDURE

1. Contact the Court Recorder at the number show above;
2. Supply the name/address/phone number of the person requesting the transcript;
3. Supply the name and case number of the proceeding, and the date(s) of the hearing;
4. Specify type of transcript (Ordinary, Expedited, etc.)
5. Specify if request is for full or partial transcript - if partial, specify sections;
6. Specify if transcript is for an appeal.

